

## First Class Pre-K Pre-Registration Mandated Timeline of Events

# PRE-REGISTRATION TIMELINE



### Advertising and Pre-Registration

- January 15 until random selection drawing
- Recruitment flyers posted in community
- Parents/Guardians provide proof of residence and date of birth and pre-register children in AlaCEED
- Directors can view and monitor pre-registrations in AlaCEED

### Random Selection Drawing

- March 1 - 31
- Each program chooses a date and holds a public random selection drawing

### Random Selection Drawing Results Marked

- April 1 - 15
- Directors mark each pre-registered child's status in AlaCEED as **Pending** (selected in drawing for an available position) or **Waitlisted** (not selected in drawing for an available position)

### Parent/Guardian Notification

- April 16 - 18
- The ADECE sends emails notifying families of Pending or Waitlisted status
- Pending status families asked to accept or decline

### Enrollment Completion and Class Creation

- April 19
- Directors change status of children marked as Pending in AlaCEED to Enrolled status (if position is accepted) or Dropped status (if position is declined) based on parent/guardian responses
- Directors assign students with Enrolled status to specific classes in AlaCEED